



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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In Reply Refer to:
1223, 1260 (BC-650) P

EMS TRANSMISSION

Instruction Memorandum No.BC-2004-042, Change 2
Expires: 09/30/2005

To: All Field Officials
Attn: State Records Administrators/ Managers
State Chief Information Officers/ Data Administrators

From: Director, National Business Center

Subject: Electronic Forms Initiative

DD: 10/04/2004

Program Area: Forms Management

Purpose: This change clarifies the next steps needed to implement the eForms initiative in the Bureau of Land Management (BLM).

Policy/Action: All State Offices and their respective field organizations (e.g., District Offices, Field Offices, etc.) should move all vital State and local specific forms to Probaris SP format and Forms Central.

To accomplish this:

1. Conduct a thorough review of all State and local forms to determine which forms are no longer needed and formally cancel these forms.
2. Identify current authors of the remaining State and local forms.
3. Mail a list of the remaining State and local forms, along with paper copies of these forms, to Karen Wrenn, National Forms Manager, National Business Center, BC-652, by 10/4/2004.

In October 2004, Karen Wrenn and a working group will begin reviewing the existing State and local forms mentioned in Item 3 to determine whether these forms can be integrated into existing or new Bureau-level forms.

Timeframe: The due date for all actions noted above is October 4, 2004.

Budget Impact: No budget impacts are anticipated.

Background: Further information on the eForms initiative can be found in Instruction Memorandum No. 2003-199, dated June 27, 2003, and in an email message, dated 7/29/2004, addressed to all State Records Administrators and State Records Managers. The instructions in this IM serve to continue the BLM's implementation of this initiative.

Manual/Handbook Sections Affected: None.

Coordination: This IM was coordinated with the Washington Office (WO-850).

Contact: Please direct questions to Karen Wrenn at 303-236-0233 or Andrew Goldsmith at 202-452-5169.

Signed by:
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